

TRIAL COURTS OF MARICOPA COUNTY

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Subject: Court Physical Security Plan	New: <input checked="" type="checkbox"/> Add: _____
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Policy Authority: <u>Presiding Judge, Trial Courts</u>	Related Sections: _____
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1. PURPOSE

The purpose of this policy is to implement the Trial Court Physical Security Plan that will address employee and public safety, risk management / assessment practices for all buildings and property under the courts jurisdiction. To assess and reduce any actual or potential threats or vulnerabilities to anticipate, preempt and or deter any imminent danger to the court, it's employees and the public.

II. POLICY

The Court Physical Security Plan is to implement fundamental basic security measures to safeguard judicial buildings, property and personnel in a way that minimizes the risk and exposure of court resources. To provides for a safe and secure work environment for court staff and the public. Establishes minimum physical security standards for the accountability and maintenance of sensitive property, critical areas, equipment, security services and minimum accounting safeguards.

III. DEFINITION

The Trial Court Physical Security Plan applies to those physical controls and measures which regulate the identification and access of personnel, physical security assessment of external and internal security countermeasures, electronic panic and alarm monitoring, safes, key and locking devices, establishment of limited areas, emergency procedures, physical security audits, supervisor and management responsibilities.

Electronic systems network and computer software security countermeasures are not addressed in this plan.

IV AUTHORITY AND RESPONSIBILITY

- a. The Trial courts Department of Judicial Security will have proponent responsibility of the formulation, development and execution of the courts physical security plan. It is the responsibility of all judicial agencies and departments to inform their staff and apply basic physical security standards and countermeasures on a routine operating basis.
- b. The process for the initial identification and reporting of any security violation, discrepancy, threat, breach and or life safety incident is vital to the maintenance and sustainability of a safe and secure work environment. In that regard, it is every employee's inherent responsibility and business to adhere with and comply with the execution of the courts security practices. Every

V PROCEDURES

- a. The courts physical security plan is intended to limit and reduce the exposure of risk and liability factors associated with the facilities, property, personnel and resources under the courts jurisdiction. Both external and internal court security policies and procedures will be routinely reviewed and modified to meet current emergency services doctrine and security related technology, protocols, concepts and developments.
- b. In order to apply fundamental basic physical security plans and policies throughout the court family, three critical factors influence the degree of success and level of compliance. They are;
 - Staff awareness
 - Security training
 - Administrative and leadership support
- c. Acknowledging that all Trial, Limited and General jurisdictional courts are geographically dispersed and in dissimilar physical plant buildings, certain security considerations will be taken into account. However, the intent of the courts physical security plan is, to the maximum extent possible, establish basic standards for physical security compliance and enforcement on a consistent basis throughout the court system.
- d. The following basic physical security applications, policies and procedures are applicable for all courts, agencies and department personnel;
 - d.1 **Court Grounds:** All exterior court facility grounds, landscaping and parking spaces will be considered for the personal safety of court staff and the public.

Facilities will be well lighted and maintained in such a way as to minimize the potential of creating hiding spaces in landscaping and providing open avenues of approach to and from the building. Exterior building and parking lot lighting should be adjusted to accommodate seasonal changes.

- d.2 **Alarm Monitoring:** To the maximum extent possible, all courts will be equipped with intrusion alarm detection monitoring, panic and duress button and CCTV surveillance capability. These court facilities will be monitored and administered by primary Security Control Centers of the court's Department of Judicial Security.
- d.3 **Security Access and Identification Controls:** All courts will establish and operate manned court security screening stations at all authorized court public entrances. Certified and uniformed court security officer(s) will man these screening stations. As appropriate, these stations will be equipped with x-ray machines, metal detectors and other security equipment to screen all incoming court staff and the general public. The screening process will involve the inspection of all court staff for the appropriate court identification cards and or by-pass privileges and examination of all hand held personal property items by the public.
- d.4 **Gun Lockers:** Court security screening stations will be equipped with physically secured gun lockers in direct proximity and under direct observation of court security officers. These gun lockers will be used to temporarily secure firearms on a key locker receipt basis. Gun lockers will be made available to the public for the temporary storage of privately owned firearms.
The sole exception to this policy is for duty weapons carried by police officers, Sheriff Deputies and other recognized law enforcement officials while on official duty status and or in possession of a court subpoena.
- d.5 **Identification cards:** All Trial, Limited and General jurisdictional court employees will wear their court issued identifications cards at all times while in a court setting. The single exception to this policy is for appointed Judges, Commissioners, and Justices of the Peace. However, court security officers may ask for the presentation of a court issued identification card if positive visual identification is in doubt. Court issued identification cards will be recovered as a standard part of any employee out processing procedure, reassignment, suspension or termination action.
- d.6 **Card Access:** Card access controls are applicable to various courts. Card access is an alternative method to the utilization of keys. As such, card access is subject to strict user restrictions as court issued keys. Employees with card access will be personally responsible for the accountability and use of their card.

The card will not be loaned, transferred or otherwise relinquished to any second party, family member or unauthorized person. Any missing, lost or stolen access cards will be immediately reported to the employee's first line supervisor and the court security department.

- d.7 **Keys and Locking Devices:** Court key(s) and or key set accountability and control is a dual function of the Maricopa County Facilities Management Lock Shop and Department of Judicial Security. As appropriate, the FMD Superior Court Lock Shop will account for and maintain all key(s) and locking devices for County owned facilities. The Department of Judicial Security will account for and maintain all key(s) and locking devices for which they are responsible for to include Limited jurisdiction courts.

Each court will maintain accountability and audit controls of issued court keys. Court employees will not loan, transfer or otherwise relinquish court keys to non-authorized personnel, see card access above.

Any service requests for lock changes and key reproduction or duplications will be made to either the:

- **Superior Court Lock Shop** - for all County owned and government owned court facilities.
- **Court Security Department** (Regional Court Security Manager) - for all leased and commercially operated businesses.

All other key and lock reproduction or duplication is prohibited. Under no circumstances will any court employee reproduce or other duplicate any court key or locking device at any private or commercially operated business. All authorized court key(s) will be stamped "Do Not Duplicate". Key(s) and or key sets will not be marked, tagged or identified to any particular court facility.

Department and or agency management will account for all individual keys and key sets. Any court issued keys that are lost, missing or stolen will be immediately reported to a first line supervisor and also the Department of Judicial Security within 24 hours.

Department and or agency supervisors will recover all issued court keys as a standard protocol for any employee out-processing procedure, reassignment, suspension or termination action.

- d.8 **Alarm User Codes / Access:** Alarm User Codes are assigned to court staff members authorized by proper department and or agency authority to open and close a court facility. These user codes will be limited to those court employees having official business needs to access the court at any time,

including weekends and holidays. The assignment of alarm user codes will not be made as a matter of routine convenience for the employee. The assignment of user codes will be predicated on the need to conduct court business outside normal business hours.

Requests for alarm user code activation and deactivations will be the responsibility of the respective Court Manager. This level of responsibility should not be further delegated.

The actual alarm user code activation and deactivation procedure is the responsibility of the Department of Judicial Security, Security Control Center supervisor.

- d.9 **Alarm Intrusion and Detection:** All existing and future court facilities will be eligible for a court security "basic entitlement package". This security entitlement package addresses the specific needs of a court to be equipped with alarm intrusion and detection system, panic and duress alarm buttons and surveillance CCTV capability. This entitlement package is further extended to the quantity and type of supporting security-screening equipment that will be necessary to support a particular judicial activity.
- d.10 **Safes:** All courts having a security and fire rated money safe will insure fundamental basic security measures are associated with the daily operation of the safe. Recommended minimum accounting security countermeasures to be taken include;
- By-name roster of those employees authorized access to the safe. A copy of which will be forwarded to the management authority of the court.
 - Sign-in / sign-out register (name and time) anytime a safe is opened and closed.
 - Closing and locking the door handle when not in use. Spin combination dial.
 - Safe combination change upon assignment of a new Court Manager or as deemed necessary by court management authority and or Department of Judicial Security.

Any missing monies or other monetary instruments that are lost, missing, stolen or other wise unaccounted for will be immediately reported to the applicable;

- Court Administrator or Regional Court Administrator
- Department of Judicial Security Regional Court Security Manager

The decision to contact local law enforcement will be made by Court Administration in coordination with court security. Court Administration will make the final decision to hold over court staff after business hours if it involves the preservation of evidence and possible development of further

investigative leads.

- d.11 **Training:** Emergency evacuation procedures will be a critical part of every courts emergency evacuation plan. All court staff will be briefed and knowledgeable of their courts emergency evacuation plan and any respective role they might have in the evacuation process. Certain staff members will be selected to receive special training for the Floor Warden program to further support the evacuation process. Floor Wardens will wear orange vests, court security officers will be in the standard issued blue uniform, court staff will defer to court security and or emergency services personnel in time of emergency situations.
- d.12 **Emergency Evacuations:** Court staff will evacuate court facilities in accordance with their established evacuation plan and proceed directly to their designated Rally Points. Each court will designate two Rally Points (primary and alternate). The primary factor during any emergency evacuation process is personnel status and accountability. Any unaccounted or missing staff members will be immediately reported to the nearest court security officer, firefighter or emergency services officer.
- d.13 **Critical Doors:** Each court will identify critical business unit doors that must remain secure and locked during any emergency evacuation. These doors will be closed and physically locked when the evacuation process has begun. All other internal doors will be physically closed, but not locked.
- d.14 **Records and Files:** The court physical security plan must also address the administrative business unit processes of the court. As such, the documentation and filings of the court concern confidential and or sensitive information and personal data that must be controlled. Court papers containing confidential, sensitive and personal data will not be commonly discarded into waste paper baskets. Rather, court management will endeavor to identify certain types of court documentation and filings for disposition by shredding. Court staff should be cognizant of leaving sensitive records, filings and other documents unattended and unsecured while in the presence of non-court employees. To the maximum extent possible, confidential documents, records, filings, etc, should be kept locked after business hours.
- d.15 **Custodial Services:** Trial, Limited and General jurisdictional courts are supported by contracted private commercial janitorial service companies. Access into the courts after normal business hours will be restricted to pre-approved custodial personnel who have been cleared by a criminal history check through the Maricopa County Sheriff's Office. No unauthorized personnel will be permitted into any court facility after normal duty hours. This also applies to personal friends and family members of any janitorial employee. All janitorial staff who have been cleared and authorized to enter a court will have an approved court identification card.

Any violations of this security measure will require immediate action to identify and remove the offender(s) from the court and notify the court Security Control Center (SCC). The 24 hour emergency contact number for the SCC is 602-506-3424.

- d.16 **Courtroom security:** Courtrooms will be kept locked when not in use. Courtrooms should be physically inspected by bailiffs and or court security officers before any proceedings. Courtroom pews, benches, waste paper baskets, tables and chairs should be visually inspected for the presence of any hidden items or potentially dangerous weapons. These security checks should also be conducted after any breaks, adjournments or lunch periods during which the courtroom has not been locked.
- d.17 **Court Holding Cells:** Court holding cells should be physically inspected on a daily basis. MCSO Transportation Deputies should perform this inspection and or as appropriate, court security officers. Holding cells should be inspected for the proper operation and maintenance of cell lighting, plumbing fixtures, locking devices and doors. Additionally, the inspection process will also allow for the detection of tampering, graffiti and or damage(s) incurred by in-custody inmates. The daily inspection process also serves to verify that no unauthorized items, contraband or dangerous weapons have been introduced into the cell. This is a life safety issue for MCSO Deputies and court security officers.

Detention and or holding cell keys / key sets are classified sensitive and each key and or key set will be accounted for on a key control register. Any lost, missing or damaged key / key set will be immediately reported to the MCSO Transportation unit supervisor, court security Regional Manager and Court Manager.

Any key and locking device operating discrepancy will be immediately reported to the responsible court security Regional Manager, MCSO Deputy and or court security officer. All holding cell maintenance discrepancies will also be reported.

All daily inspections and any noted discrepancies should be noted in the court security daily journal. Any locking device or key discrepancy will require the submission of a Security Incident Report.

- d.18 **Personnel Actions:** Whenever a court employee is involuntarily suspended, terminated or submits a resignation notice, all court issued property, as appropriate: (ID card, key(s), key fobs, cell phone, pagers, laptop computer) must be recovered from the employee. If the employee has alarm user access, this access will be immediately denied by contacting the appropriate court security Regional Manager.

For routine personnel transfers within the court system, employee supervisors should make arrangements for the turn- in of any court issued property which needs to be maintained by the losing court facility. Court Managers will notify the responsible court security Regional Manager of any employee having alarm user access privileges for a losing court facility.

- d.19 **Theft and Damage Reporting:** The theft and or damage of private and or government owned property from a court facility is a criminal offense. It is every employees responsibility to report any theft or damage of private and or government owned property under the courts jurisdiction. The discovery of any theft and or damage of private and or government owned property will be immediately reported to the employees first line supervisor and to the Department of Judicial Security. All theft and damage reports will be reported using a Court Security Incident Report which will detail the circumstances of the offense. As necessary, the Department of Judicial Security will contact the Maricopa County Sheriff's Office for further investigation of the case.

VI PHYSICAL SECURITY COUNTERMEASURES

Security countermeasures will be determined by the needs of the court. As such, these needs will be based on a wide range of strategies and contingency considerations relating to the existing threat or risk level. Security countermeasures are derived from security audit assessments, law enforcement intelligence analysis, change to national threat levels and or risk management criteria. The quantity, type and application of security countermeasures will be commensurate to the existing or potential threat against an individual(s) or a court(s). Security countermeasures are not measured by their effect in theory, rather, by its effect in reality.